

JUAN PAOLO E. GRANADA

IT STUDENT

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PERSONAL INFORMATION

- Age : 22 years old
- Birthdate : Feb 01, 2000
- Marital Status : Single

ABOUT ME

An IT student of Cavite State University – Trece Campus, seeking for internship and an opportunity to put his acquired skills and training in the field of Information Technology and has a strong desire to learn at the same time gain professional competence while contributing effectively in the organization.

SKILLS AND EXPERTISE

- Computer Software Knowledge
- UI/UX Designing (Figma)
- Basic knowledge about HTML & CSS
- Microsoft Office Expertise
- Documentation
- Communication Skills
- Teamwork and Collaboration Skill

EDUCATIONAL BACKGROUND

Cavite State University – Trece Campus

BS Information Technology

Batch 2018 - Present

Power School of Technology

Accounting and Business Management

Batch 2016 - 2018

EXPERIENCE

All Point Logistic Inc. – Daang Amaya II

Intern - Accounting Assistant

Tanza, Cavite

2018, 80hours

General Responsibilities

- Responsible for processing receipts transaction of the day to day operations of the organization.
- Assisting the accounting supervisor / officer in the day to day operation and performance of functions relative to sales and inventory.
- Answering and noting calls for the supervisor if the supervisor is on the field.

CHARACTER REFERENCE

Mr. Keno Villavicencio

On-the-job Training Adviser

Cavite State University – Trece Campus